



## **DEPARTMENT OF COMMERCE**

### **National Institute of Standards and Technology**

#### **Proposed Information Collection; Comment Request; NIST Associates Information System**

**AGENCY:** National Institute of Standards and Technology (NIST).

**ACTION:** Notice.

**SUMMARY:** The Department of Commerce, as part of its continuing effort to reduce paperwork and respondent burden, invites the general public and other Federal agencies to take this opportunity to comment on proposed and/or continuing information collections, as required by the Paperwork Reduction Act of 1995.

**DATES:** Written comments must be submitted on or before [Insert date 60 days after date of publication in the FEDERAL REGISTER].

**ADDRESSES:** Direct all written comments to Jennifer Jessup, Departmental Paperwork Clearance Officer, Department of Commerce, Room 6616, 14th and Constitution Avenue, NW, Washington, DC 20230 (or via the Internet at [jjessup@doc.gov](mailto:jjessup@doc.gov)).

**FOR FURTHER INFORMATION CONTACT:** Requests for additional information or copies

of the information collection instrument and instructions should be directed to Mary Clague, 301-975-4188, [mary.clague@nist.gov](mailto:mary.clague@nist.gov).

## **SUPPLEMENTARY INFORMATION:**

### **I. Abstract**

NIST Associates (NA) will include guest researchers, research associates, contractors, and other non-NIST employees that require access to the NIST campuses or NIST resources. The NIST Associates Information System (NAIS) information collection instrument(s) are completed by incoming NAs. The NAs will be requested to provide personal identifying data including home address, date and place of birth, employer name and address, and basic security information. The data provided by the collection instruments will be input into NAIS, which automatically populates the appropriate forms, and is routed through the approval process. NIST's Office of Security receives security forms through the NAIS process and is able to allow preliminary access to NAs to the NIST campuses or resources. The data collected will also be the basis for further security investigations as necessary.

### **II. Method of Collection**

The information is collected in paper format.

### **III. Data**

*OMB Control Number:* None.

*Form Numbers:* None.

*Type of Review:* Regular submission (new information collection).

*Affected Public:* Individuals or households.

*Estimated Number of Respondents: 4,000.*

*Estimated Time Per Response: 30 minutes.*

*Estimated Total Annual Burden Hours: 2,000.*

*Estimated Total Annual Cost to Public: \$0.*

#### **IV. Request for Comments**

Comments are invited on: (a) whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden (including hours and cost) of the proposed collection of information; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology.

Comments submitted in response to this notice will be summarized and/or included in the request for OMB approval of this information collection; they also will become a matter of public record.

Dated: March 22, 2012

**Gwellnar Banks,**

Management Analyst, Office of the Chief Information Officer.

**Billing Code: 3510-13-P**

